

TOWN OF DAVIE

TOWN COUNCIL AGENDA REPORT

TO: Mayor and Council Members

FROM/PHONE: Mark Alan, Human Resources Director, 797-1169

SUBJECT: Resolution

TITLE OF AGENDA ITEM: A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, AUTHORIZING THE PURCHASE OF AN APPLICANT TRACKING AND SELECTION MANAGEMENT SYSTEM (TRAC), TITLED TRAC SYSTEMS CORPORATION, A SOLE SOURCE PROVIDER OF WINDOWS BASED APPLICANT TRACKING AND SELECTION MANAGEMENT SYSTEMS FOR GOVERNMENT ENTITIES.

REPORT IN BRIEF: To purchase a software program with technical maintenance provisions for applicant tracking, selection management and test analyses. TRAC provides HR professionals with resource information to better analyze the effectiveness of the agency's recruitment and testing programs through its test development and computerized item banking system. TRAC provides industry exclusive interactive abilities with a relational database which assures no duplication of data entered. To date, this has proven to be a challenge with our current data base system. This feature makes TRAC less error prone and increases accuracy of information at every step of any recruitment process. Other similar local entities known to have purchased and are currently using this program include The Broward County Board of Commissioners, the Broward Sheriff's Office and the City of Ft. Lauderdale, all of whom secured the system through a sole source selection process.

CURRENT SYSTEM - The Department of Human Resources Management currently enters applicant names into a database which has the ability to sort, select and edit entries. There is no ability to manipulate data, perform statistical analysis on test results, generate report information from data inputted nor obtain extensive history of applicants' processes with multiple recruitments in which they may have applied. Moreover, the applicant tracking system currently housed within the HTE system operates solely as a database for applicant information and does not lend itself to the necessary statistical manipulations and report production that are found with TRAC Systems. Additionally, the HTE Tracking System requires a magnitude of manual data entry which would dictate a need for increased staff compared with the requirements for TRAC Solutions.

PROPOSED TRAC SYSTEM - TRAC Systems feature the ability to track applicant information as well as manipulate live data for entry, sorting, editing, report preparation and immediate reference purposes. Needed data is maintained indefinitely and the relational data base minimizes replication of data. TRAC is a flexible system and is designed to meet the needs of the individual user organizations, unlike other applicant tracking systems. TRAC is more statistically sophisticated than any applicant tracking system on the market. This is critical to Human Resource functions because it is specifically tailored for government employers to assist in complying with Uniform Guideline requirements as well as meet the needs of extensive test analysis measures.

Thereby, the Town of Davie does not have to re-design its processes to meet the requirements of the software application. TRAC produces item analyses and overall test statistics void of human error. Additionally, TRAC provides reports of workload and applicant flow. These are critical performance indicators which optimize our strategic plan initiatives as we assess our position in achieving our stated goals.

PROPOSED TRAC SYSTEM *(continued)*

Unlike other applicant tracking programs, TRAC maintains continuity between upgrades when an upgrade requires data conversion. Historic data is never lost and each eligibility list developed is retained. No other software product maintains an internal back-up file within its database. TRAC is designed with examination plan capabilities that accommodate up to eight (8) tests per plan and fifteen (15) sub-tests per test. No other software product automatically computes all statistics by subsets AND overall test statistics, properly, providing overall test reliability on a test which has multiple heterogeneous sub-tests.

PREVIOUS ACTIONS: N/A

CONCURRENCES: The Information Systems Department has reviewed the systems support requirements for TRAC and has concurred with its compatibility with
our current system.

FISCAL IMPACT:

Has request been budgeted? Yes

Expected cost: \$14,000.00

What account will funds be appropriated from: Human Resources Capital Outlay

RECOMMENDATION(S): Motion to approve the resolution

Please See Attachments

Exhibit A: Procurement Authorization

Exhibit B: TRAC Systems Corporation Bid

Exhibit C: Assistant Human Resources Management Director's Memo

Exhibit D: Selection Management System General Overview

RESOLUTION NO. _____

A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, AUTHORIZING THE PURCHASE OF AN APPLICANT TRACKING AND SELECTION MANAGEMENT SYSTEM (TRAC), TITLED TRAC SYSTEMS CORPORATION, A SOLE SOURCE PROVIDER OF WINDOWS BASED APPLICANT TRACKING AND SELECTION MANAGEMENT SYSTEMS FOR GOVERNMENT ENTITIES.

WHEREAS, the Town of Davie is in need of a state-of-the-art Applicant Tracking and Selection Management System to enhance productivity and heighten responsiveness to the applicants and clients of Human Resources Management; and

WHEREAS, The Town of Davie has identified the needs of Human Resources Management and determined that TRAC Systems Corporation is an exclusive and sole provider of the extensive needs provided by this 32 bit Windows-based Tracking System (inclusive of a relational database with interactive capabilities, an item bank, global tracking features, and expanded report capabilities); and

WHEREAS, The Town of Davie recommends that the Town Council approve the purchase of the Applicant Tracking and Selection Management System; and

WHEREAS, the Town of Davie recommends the purchase of the APPLICANT TRAC SYSTEM from TRAC SYSTEMS CORPORATION; and

WHEREAS, it is in the Town's best interest to purchase said program; and

WHEREAS, after review, the Town Council wishes to authorize the Human Resources Management Director to execute an Agreement with TRAC SYSTEMS CORPORATION.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF DAVIE, FLORIDA:

SECTION 1. The purchase of the Windows-based Applicant Tracking and Selection Management System (attached hereto as exhibits C and D) at a total cost not to exceed \$14,000 (attached hereto as exhibits B), is hereby approved by the Town Council.

SECTION 2. The Town Council hereby authorizes the Human Resources Management Director to execute appropriate agreements with TRAC SYSTEMS CORPORATION.

SECTION 3. This resolution shall take effect immediately upon its passage and adoption.

PASSED AND ADOPTED THIS ____ DAY OF _____, 2002.

MAYOR/COUNCIL MEMBER

ATTEST:

TOWN CLERK

APPROVED THIS ____ DAY OF _____, 2002.

TOWN OF DAVIE PROCUREMENT AUTHORIZATION

<u>ACCOUNT NUMBER</u>	<u>BUDGET ITEM & DESCRIPTION</u>	<u>APPROXIMATE COST</u>
001-0302-513.64-00	TRAC System Applicant Tracking and Selection Mgmt. Software	\$14,000.00

METHOD OF PROCUREMENT (check the one that applies)

☐ Open Competitive Bidding
☐ Piggyback on Contract Number _____
☒ Sole Source
☐ Request For Proposals

SPECIFICATIONS & LIST OF VENDORS MUST BE ATTACHED

Signed _____
Department Head

Have Funds been Reserved _____

Date _____ Signed _____

Signed _____
Town Administrator

<u>VENDOR</u>	<u>BIDS SUBMITTED</u>	<u>COST</u>
TRAC System		\$14,000.00

Signed _____
Procurement Manager

<u>TOWN ADMINISTRATOR'S RECOMMENDATION</u>	
<u>Vendor</u>	<u>Cost</u>

Signed _____
Town Administrator

+

Exhibit "A"



P.O. Box 1278 • Lake Oswego, OR 97035 • 800-998-8722

July 16, 2002

E. K. Hudson, M.S.
Assistant Director of Human Resources Management
Human Resources Management
6591 Orange Drive
Davie, FL 33314

RE: TRAC Systems Corporation Software - Bid

E.K.:

Following is a formal proposal to provide a perpetual license to operate the *TRAC Applicant Tracking System* software system in the Town of Davie. The price for this proposal is effective until September 3, 2002.

The cost to secure a four user license to operate the *TRAC Applicant Tracking and Selection Management System* software (Windows 32 bit version) is normally a one-time cost of \$15,000 with each additional simultaneous user adding \$1,000.00 to the purchase price. We would provide a "previous user discount" to \$14,000. Every additional user would be at the normal price of \$1,000.00.

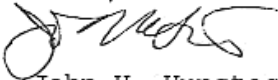
Exhibit "B"

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Software Maintenance -- which provides for many services including: unlimited calls to our toll-free 800 number; technical "dial-up" support as needed; and (the most important of all) all upgrades provided at no additional cost.

If you require additional inform on this product/pricing or other TRAC Systems Products, please let me know.

Sincerely,



John H. Hunstock
Vice President

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An Overview of TRAC

Introduction

TRAC is a system of interrelated programs designed to provide the automated foundation for the development and maintenance of a comprehensive selection management system. TRAC's design is structured to assist you in complying with the mandates of the Federal "Uniform Guidelines on Employee Selection Procedures" (UGESP). From the design of the examination plan, communication with and tracking applicants through the evaluation process, to the point of hire: TRAC provides the framework for you to accomplish the assignment rapidly and efficiently. It is a comprehensive and flexible system composed of many powerful integrated programs which allows the power of automation to do much of both statistical calculation as well as routine work . . . so you may devote your efforts to other activities.

The UGESP define a wide array of "selection procedures" as tests, and as such, we are required to keep accurate records for all our employment decisions. Without TRAC, evaluating "test" information and examining potential impact on the applicant/eligible group is a significant burden. Each office makes use of TRAC's capabilities and flexibility in slightly different ways. For the purposes of this overview, we will offer a typical situation. The details of the process may be different in your office.

The first step is to define a List. TRAC uses Lists to track and process applicant information associated with a recruitment. A List may correspond to a broad job classification, or may be more precisely defined with a specific job announcement. For example, your office might have an Office Specialist job classification series with a corresponding List for each classification. There might also be more specialized Lists, such as Office Specialist II - Accounting, or perhaps Office Specialist I - Personnel. A List is often associated with a specific job announcement because it too is opened on a particular date. An applicant may apply for many jobs and be on many Lists.

Applicants on each List are evaluated according to an Exam Plan associated with the specific List. The Exam Plan provides the information needed by the TRAC programs which schedule, score, and provide the information to evaluate the selection procedures (tests). TRAC captures this information including the number of tests, the type of tests (e.g. evaluation of experience, group written tests, individual interviews, performance tests, etc.), formulas for computing test scores and the Final Grade, and pass/fail criteria. Not only does this information establish the template for processing applications, but it also forms the basis of documenting selection operations for reporting and evaluation.

Exhibit "D"

After a List and Exam Plan have been defined, you are ready to enter applicants for that List. Two types of information are kept on file for each applicant: demographic information and List-specific information. The demographic information (name, address, phone number, birth date, ethnicity, etc.) is stored separately in the data base so it will only be entered once no matter how many Lists an applicant has on file. If the demographic information needs to be updated, a single entry updates the applicant's information for use throughout TRAC. This information is always instantly available for every applicant, and you can be assured of accuracy because of TRAC's table driven design.

After an applicant has been entered on a List, qualifications are typically reviewed to ensure basic eligibility requirements for that List are met. Any applicant not competitive may be inactivated for a specific reason, and have an appropriate (user defined) letter/notice generated automatically.

Some offices do not allow applicants who have failed a test to reapply for the same List right away. TRAC provides for specific waiting periods to be defined which allows automatic rejection of applicants who attempt to reapply too soon. These applicants would be inactivated and appropriate notices would be printed for them as well.

Applicants who pass initial screening may be scheduled for the first test. An Exam Plan may include up to 8 tests, each of which may be scheduled as either a group test or an individual test. Let's consider a typical plan which includes two tests, the first test: a written test to be administered to all the applicants at one time. Those who pass that test will then be individually scheduled for the second test, an oral interview test.

Written tests may contain several subscales, each designed to measure a different skill or area of knowledge. In the Exam Plan you can specify the formulas to be used to calculate test scores from the raw scores for up to 15 sub-tests per test.

Written tests are often administered using standardized answer forms which may be efficiently graded using an optical mark scanner, entered manually. TRAC can scan and record the raw subscale scores, calculate the test scores, and automatically update each applicant's record with the results. TRAC also automatically generates standard statistical analyses of the test results.

After the test scores have been computed, the next step is to determine which applicants passed and which failed a test. TRAC uses the pass/fail criteria which you specified in the Exam Plan to determine which applicants failed the test. They will be automatically inactivated and the appropriate (user defined) inactivation notice generated for each. Those who pass are now ready to be scheduled for the next testing hurdle in our example, the oral interview.

Oral interviews are frequently conducted with multiple raters. The ratings of the evaluators may also be entered manually or optically scanned and recorded the same as written tests. TRAC then computes the overall test scores from these raw test scores. The pass/fail criteria in the Exam Plan is applied and applicants who failed this test are inactivated and notified.

Since there are only two tests in our example, each applicant's Final Grade would also be computed at this time. This grade is calculated using the formula entered in the Exam Plan. You can change the formulas and recompute test scores and Final Grades, if desired. The Final Grade includes any bonus points (residency, veteran's points, etc.). Standard reports include the "4/5ths Rule," and summary of activities.

Each List actually is made up of two parts: an Applicant List and an Eligible List. When first entered, applicants are automatically entered on the Applicant List. Applicants who successfully pass the testing hurdles are transferred to the Eligible List and are called "eligibles". They are ranked on the Eligible List according to their Final Grade.

Applicant Processing

Standard Process	TRAC PROGRAMS
1. Plan a recruitment for a vacancy.	The <i>List</i> program defines recruitment information. The <i>Plan</i> program creates the Exam Plan.
2. Receive applications.	The <i>Applicant Entry</i> program enters applicants onto the List.
3. Check applicant eligibility.	The <i>Inactivate</i> program inactivates ineligible applicants. The <i>Notify</i> program generates notices for ineligible applicants.
4. Schedule a (written) test.	The <i>Schedule for Exam</i> program schedules applicants and prints scheduling notices.
5. Score/grade the (written) test.	Allows scores to be entered manually or optically scanned. The <i>Score Scanned Exam</i> program records and computes raw sub-test scores. The <i>Compute Test Score</i> program computes test scores and performs statistical analyses.
6. Determine Pass/Fail.	The <i>Fail Determination</i> program determines who failed the (written) test and generates appropriate notices for those applicants.
7. Schedule oral interviews.	The <i>Schedule for Exam</i> program schedules applicants and prints scheduling notices.
8. Score the oral test.	Manually enter or optical scan the test results, and compute the raw sub-test scores from oral interviews. The <i>Compute Test Score</i> program computes the oral test score and, after the last test, the Final Grade.
9. Determine Pass/Fail.	The <i>Fail Determination</i> program determines who failed the oral test and generates appropriate notices for those applicants.
10. Create the Eligible List.	The <i>Transfer Eligibles</i> program writes successful applicants onto the Eligible List and generates summary reports.

Now let's look at the other side of this process - the job openings or Vacancies to be filled. Each Vacancy may be established in response to a requisition from a department for a specific job opening, or a unique position numbering system. Each Vacancy may specify information such as a particular type of position (e.g. regular, temporary), or special skills required.

At this point we have an Eligible List of successful candidates and a Vacancy to be filled. The next step is to refer a specified number of eligibles who meet the position requirements. This is accomplished from the established Eligible List and names are referred for employment consideration. Eligibles are selected according to the Referral Rule and special skill/knowledge requirements specified. Various Referral Rules may be established in your agency to determine which eligibles will be selected and how they will be positioned on the Referral List.

Typically, the Referral List is next sent to the department who made the requisition. The department normally concludes the selection process by scheduling employment interviews. Continuing the example, if five names were originally referred, but only two of the names were still available, additional names may be referred by performing supplemental referrals as needed.

When the department has completed its selection process, the results of the interviews are recorded in the TRAC referral history records. Eligibles may be inactivated according to the your procedures. When the position has been filled, the referral process is completed and summary reports are generated as needed.

Referral of Eligibles

Standard Process	TRAC PROGRAMS
11. Define position information: location, skills, contact, etc.	The <i>Vacancy Update</i> program defines a vacancy, typically in response to a requisition.
12. Create a Referral List by comparing candidate info. with requisition.	The <i>Referral Eligibles</i> program generates a Referral List of selected eligibles.
13. Department informs of interview results.	The <i>Update History</i> program records the outcome of the departmental selection interviews.
14. Clear the Vacancy and store the information.	After a vacancy has been filled, its status should be changed to "cleared". The <i>Uncleared Referrals</i> program identifies a listing of outstanding Vacancies.